

Governor's Office of Equal Opportunity 2017 LARGE Agency EO Plan CHECKLIST

Cover Letter to the Governor

- USE agency letterhead

Non-discrimination Policy Statement

- INCLUDE physical location descriptions where policy is posted
- INCLUDE website address(s) where policy is posted
- ATTACH agency's policy
- ATTACH agency org chart (to pinpoint EO team operations)
- ATTACH EO contact(s) information: name, title, phone, email address

Hiring Summary

- HRIS XP391 Report

Workforce Analysis Chart

- HRIS XP391 Report

Barrier Analysis

- HRIS XP391 Report
- List number of employees excluded in HRIS XP391 Report
- Identify Protected Groups/Job Categories and any gaps in parity

EO Strategic Plan

- Signed by agency director
- Identify person(s) managing each goal; name, phone, email address
- Include a **progress report** on 2016 goals (How did you do?)
- Develop 2 new 2017 goals/strategies
- List contact name of agency hiring manager, title, phone and email
- Highlight agency innovations/successes!

Agency Complaint Data Sheet

- Contact information of employee(s) who will be reporting charge letters to GOEO in real time

Agency 2016 Accomplishments! (optional)